

Agricultural Marketing Service
Office of the Deputy Administrator, Marketing Programs
Cotton Division
Grading Branch
Classing office
Office Assistant (Office Automation)
GS-303-07

SJ CN21

I. INTRODUCTION

The Classing Offices are responsible for Cotton Division programs which include classification of cotton; collection and dissemination of market news on cotton, cottonseed, and linters; statistical procedures incidental to quality estimates of the cotton improvement groups; and establishment and maintenance of cooperative relations with the cotton industry.

As a program and administrative assistant to the Area Director, the incumbent shares the responsibility for planning, directing, and coordinating activities pertaining to administrative management, budget, fiscal, personnel, data processing, and administrative services; participates in program activities; and independently directs all clerical and administrative support functions in the office.

II. DUTIES AND RESPONSIBILITIES

The incumbent assists the Area Director of a large, complex classing operation by providing clerical, administrative, and program support in the following areas:

A. Program/Administrative (30%)

Based on a comprehensive working knowledge of AMS, Cotton Division, NFC, and other procedural instructions and memoranda, handles a large number and variety of administrative situations which involves making interpretations of regulations and policy requiring immediate response without consultation of the Area Director.

Analyzes administrative problems and formulates solutions relating to personnel, space, property, equipment, and supplies.

Prepares a wide variety of required program reports concerning the activities of the office.

Sets up and maintains loose cotton records; receives and handles for safekeeping receipts for baled loose; arranges for sale of loose cotton; and handles receipt and disposition of proceeds from sales.

Compiles a large volume of statistical information on cotton quality and reports the information to the Market News Branch.

Maintains program activity records such as record of licensed gins and warehouses, and control record for Form A classing; and receives and processes Form A and Form R memoranda.

Schedules employees for day or night shifts and provides guidance as required.

Maintains all records and files for the Classing Office including permanent records of identifying code numbers and various classing records.

Composes correspondence, in most cases independently, or occasionally by brief instruction. Reviews all outgoing correspondence and reports. Receives and tracks incoming correspondence and action documents. Replies directly to nontechnical inquiries on procedural or administrative matters.

Using a microcomputer, types a variety of correspondence, reports, and forms using word processing and spreadsheet software. A qualified typist is required.

Inputs, transmits, and receives electronic mail. Orders forms electronically.

Makes travel arrangements based on brief instructions from supervisor. Prepares travel authorizations, vouchers, amendments, and trip reports.

B. Budget and Fiscal (20%)

Based on a thorough knowledge of sound principles and practices of personnel budgeting, fiscal methods, and administrative services procedures, the incumbent:

Analyzes data obtained from expenditure and cost records, historical data, and estimated workload in order to independently prepare the annual operating budget.

Analyzes expenditures and costs for each accounting period for the purpose of recommending revisions in the annual budget.

Maintains user fee accounting records; bills users; and receives and transmits fees to the lockbox. Monitors delinquent accounts.

Reviews detailed cost listings issued from NFC to insure accountability of all revenues and expenditures.

Develops computer reports to track user fee services performed, billed, received and transmitted to the lockbox; delinquent accounts; and when revenue appears on the Daily Transaction Register.

Creates LOTUS spreadsheets to produce reports and compile data for various purposes such as budget, user fee billing, tag lists, accounts receivable, and travel.

C. Personnel (20%)

Receives applications for employment; independently interviews and selects applicants for intermittent employment; follows personnel procedures in employment of seasonal classers, HVI operators, laborers, and seasonal field representatives; prepares personnel documents for appointments and terminations and transmits directly to APHIS FSO; answers inquiries regarding employee rights, privileges and obligations, which requires a thorough knowledge of regulations in injury compensation, unemployment compensation, leave, retirement, time and attendance, overtime, travel, and salary.

Verifies records for wage adjustments and within grade increases; keeps records of employment limitations for temporary classers and intermittent employees. Serves as timekeeper; prepares time and attendance reports; oversees the input of records into the electronic Time and Attendance System; performs leave audits.

Uses microcomputer to prepare SF-52s and maintain records on Within-Grade Increases (WGI), leave, and other related personnel data.

D. Minicomputer Operations (30%)

Serves as the System Administrator for the minicomputer in the Classing Office.

Instructs and supervises temporary employees in the use of automated data processing equipment to include the operation of input terminals, keypunch, CRT, card sorters, modems, and other equipment for the purpose of creating and duplicating class cards, making corrections or deletions to computer data base and retrieving data, and disseminating data to customers.

Maintains a "clean" system by detecting errors and making corrections, deleting and adding records as necessary, and assigning specific operations for various reports generated by the computer system.

Works with programmers in correcting programs as necessary to produce desired results.

Sets up programs to run various office reports such as daily, weekly and seasonal workload, quality, classer, and gin reports.

Maintains and operates telecommunication computer program, assigning or changing passwords as needed and assuring that only authorized personnel have access.

Creates back-ups for vital programs by running tape saves and/or disc saves.

E. EEO

Executes equal employment opportunity and appropriate civil rights programs for the Classing Office. Provides equal opportunity in employment for all subordinates, applicants, and new hires. Prohibits discrimination in employment based on race, color, religion, sex, national origin, age, or handicap condition and promotes a full realization of equal employment through continuous affirmative actions within the work environment.

III. JOB CONTROLS

Responsibility for the Work of Others: The Office Assistant oversees the work of the clerks and computer operators assigned to the office. Provides guidance to all seasonal employees other than classers.

Supervision and Guidance Received: The Office Assistant is under the general supervision of the Area Director, who sets the objectives, priorities, and deadlines. Carries out the work of the office independently and resolves most of the problems that arise. Completed work is reviewed for technical soundness, appropriateness, conformance to policy, and effectiveness in meeting goals.